



NHS Project Planning Information Sheet

Please complete this form and give to Lorie Homan at least **two weeks** before the scheduled start of your project. This information will permit the NHS Technical Staff to prepare student accounts, software, hardware, and facilities so that your students will be successful and the project may run smoothly. Computer lab time should be reserved on the Computer Lab database as usual. If you need to use room 123 (multimedia room) extensively, please indicate below.

Start date _____ End date (approx.) _____ Teacher name _____

Block # _____ Section # _____ Number of students involved in project _____

Project description/ topic

	 
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I would like for Lorie to work with me on integrating technology and state standards. ☐ Yes

Facilities needed ☐ Computer lab ☐ Room 123 ☐ Media Center ☐ Distance Learning ☐ Other...

If rm 123 is needed, list dates _____ Outside school hrs. needed ☒ Yes ☐ No

Hardware ☐ Mobile computers ☐ eMate lab ☐ Scanners ☐ Book binder
☐ iBook mobile lab ☐ Video editing bays ☐ Document cameras
☐ Alphasmart lab ☐ Digital editing ☐ Laminator

Software

☐ HyperStudio ☐ Powerpoint ☐ Claris Homepage ☐ Appleworks ☐ Movieworks ☐ Timeliner ☐ Other??

Activity types

- | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="radio"/> Students will scan pictures | <input type="radio"/> Videos will be edited |
| <input type="radio"/> Students will use document camera | <input type="radio"/> Digital movies will be incorporated |
| <input type="radio"/> The project has special printing needs | |
| <input type="radio"/> Files will be submitted electronically to the teacher | |

AV/ Presentation equipment ☐ TV/VCR
☐ Classroom TV with computer
☐ Portable 53" TV
☐ Portable Presentation (computer & projector) Mac
☐ Portable Presentation (computer & projector) PC
☐ Projector in a Computer Lab
☐ Smartboard/ projector
☐ Document camera/ projector

Help instruct the following skills to the students

- ☐ Saving to the student server
☐ Working on project both at home and school
☐ Working with graphics in the project
☐ Introduce of software (name of software)
☐ More advanced features of software (name of software)
☐ Other...

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